

LG1005 Request for Mentoring

Organization name _____ License number _____

Person making request _____ Daytime phone _____

Email _____ Cell phone _____

How to Use This Check List

Mentoring is free one-on-one training and assistance provided to an organization or its gambling manager. Use this form to request mentoring, or contact your compliance specialist. Please check the topics for which you need assistance or additional information. We will contact you to discuss your concerns, and schedule a time to meet, if necessary.

Administrative/Financial

- ☐ Allowable expense requirements; documentation
- ☐ Cash shortage worksheet
- ☐ Compensation records
- ☐ Gambling checking account requirements
- ☐ Gambling account reconciliation with bank balance
- ☐ Membership meetings
- ☐ Membership of organization
- ☐ Meeting minutes
- ☐ Internal controls/operations
- ☐ Inventory - physical, perpetual
- ☐ Lawful purpose requirements; documentation
- ☐ Reimbursements; adjustments
- ☐ Schedule A, C, and F reports
- ☐ Rating for profitability
- ☐ Real property/capital asset worksheet
- ☐ Reporting requirements

Operation of Gambling

- ☐ Cash banks
- ☐ Lease agreement
- ☐ Leased space
- ☐ Site requirements
- ☐ Site profitability

Closed Games

- ☐ Auditing closed games
- ☐ Prize receipt forms
- ☐ Deposit of funds pull-tabs/tipboards

Pull-Tabs/Tipboards

- ☐ Conduct of pull-tabs/tipboards; records
- ☐ House rules
- ☐ Pull-tab dispensing device; records
- ☐ Posting
- ☐ Electronic pull-tabs

Bingo

- ☐ Bingo program
- ☐ Conduct of bingo
- ☐ Conduct of bar bingo
- ☐ Equipment
- ☐ House rules
- ☐ Records
- ☐ Linked electronic bingo

Paddlewheels

- ☐ Conduct of paddlewheels; records
- ☐ Equipment
- ☐ House rules

Raffles

- ☐ Conduct of raffles; alternative raffles
- ☐ House rules
- ☐ Prizes
- ☐ Raffle ticket log
- ☐ Raffle tickets and certificates of participation

Return this form to your compliance specialist at one of the offices listed below:

Gambling Control Board
1711 W County Road B #300S
Roseville, MN 55113

Gambling Control Board
1415 College Way
Fergus Falls, MN 56537

Gambling Control Board
PO Box 299
St. Peter, MN 56082

Gambling Control Board
522 E Howard St, #208
Hibbing, MN 55746